



Artist Fellowship Work Samples & Support Materials

Work samples are the most important part of your fellowship application. Fellowships are awarded primarily on artistic merit and your work samples are the only means panelists have to assess it. Samples should represent the best of your creative ability. You must have created the work in the past three years and you may submit published work, unpublished work, or work in progress.

Please read discipline specific requirements by clicking the buttons below.

Songwriting and
Musical
Composition

Literature

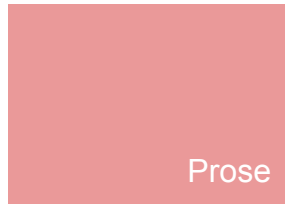
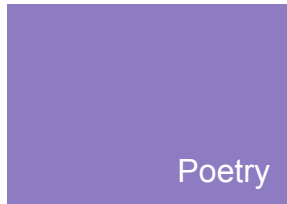
Literature



Literature work samples must:

- Be uploaded in PDF format.
- Be typewritten and clearly readable.
 - Use a 12-point or larger font.
 - Include the page number in the upper right corner of each page.
 - Use 1” margins and follow the line spacing requirements described below for each literary form.
 - Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.
- Be completely free of your name, initials, address and any other identifying information. We use a blind review process to review work samples in the first round.
- Be in the literary form for which you are applying.

Please click on the disciplines below for specific upload and mail-in requirements:



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Songwriting and Musical Composition



- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two full length or partial audio works with a total combined running time not exceeding 10 minutes. An optional full length work of any duration may also be included. *
- PDF [Work Sample Form](#) with descriptions.
- Required supplemental information about audio files:
 - **For symphonic compositions**, please upload a PDF of the score for each recorded work you submit.
 - **For electronic and experimental compositions**, please upload a PDF of the score for each recorded work you submit. If you do not have a score, submit a technical statement describing the techniques, materials, and instruments used in the creation of the submitted work samples.
 - **For jazz compositions**, please upload a PDF of the score or lead sheet for each recorded work you submit.
 - **For songwriting**, please upload a PDF of the lyrics and instrumentation for each recorded work you submit. Instrumentation may be in the form of a score, a lead sheet, or a sheet with chord progressions. Songs without lyrics will not be reviewed in this category.

*Audio samples can either be uploaded directly into the Grants Online system or a web link to the work sample on a website like Sound Cloud can be copied and pasted into the [Work Sample Form](#). This form should be uploaded into the GO system as a PDF.

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Poetry



- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Example 1](#). [Example 2](#).
- 10 typescript, single-column, single-spaced pages of poetry in PDF form. This can include:
 - A single 10-page poem, or
 - Several shorter poems, or
 - A section of a longer work, or
 - A combination of the above.

For poems shorter than one page, please submit one poem per page of a single PDF. It is highly recommended that you do not submit fewer than 10 pages. Upload a PDF of your work sample manuscript to your GO application and mail four identical paper copies, each stapled in the upper left-hand corner, to the Arts Council. *Click Mail-in Packet Info button below.*

Spoken word performance artists may present their work in digital video or audio format. Work samples should consist of your original poetry performed by you in a solo performance(s). Audio and/or video samples should not exceed a total of 10 minutes in length, with a maximum of three total samples. DVD submissions will not be accepted. Use the [Work Sample Form](#) to copy and paste links of your video and/or audio samples from websites like Vimeo and YouTube. The form can then be uploaded to your application as

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Prose (fiction & creative nonfiction)

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Example 1](#). [Example 2](#).
- A minimum of 20 and maximum 30 typewritten, double-spaced pages of fiction, or short stories, or creative nonfiction
 - If you submit an excerpt, include within the 30-page maximum a one-page synopsis of the work as a whole.

Upload a PDF of your work sample manuscript and synopsis (if applicable) to GO. Mail four identical paper copies of your manuscript work sample, each stapled in the upper left-hand corner to the Arts Council. Include also four copies of your one-page synopsis, if appropriate. Do not staple the synopsis to the manuscript. *Click Mail-in Packet Info button below.*

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Playwrighting and Screenwriting

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Example 1](#). [Example 2](#).
- A minimum of 20 and maximum of 30 typewritten pages, double- or single-spaced, taken from scripts for theatrical production, or scripts for film and television, or an adaptation of a nontheatrical work for the stage or for film.
- Include within the 30-page maximum a one-page synopsis of the work as a whole. Follow industry standards when formatting your work sample. Script-formatting software is widely available, including [Final Draft](#), [MovieMagic Screenwriter](#), [Movie Outline](#), and [CeltX](#). Microsoft also has a [screenplay template](#) available for Word.

Upload a PDF of your manuscript work sample to GO. Mail four paper copies of your manuscript, three-hole punched and individually bound with [Acco #5 1.25 metal brads](#) to the Arts Council. Smaller brads will cause your manuscripts to come apart. *Click Mail-in Packet Info below.*

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Literary Translation

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Example 1](#). [Example 2](#).
- A sample in the original language of the published work you propose to translate.
- Your translation of the published work
 - **Poetry:** 10 typewritten, single-column, single-spaced pages, or
 - **Prose:** a minimum of 20 and maximum of 30 typewritten, double-spaced pages, or
 - **Plays and screenplays:** a minimum of 20 and maximum of 30 typewritten, double-spaced pages.
- Summary Page: one-page summary describing the work, including: the compelling reason for your translation of the work into English and your credentials for the project.
- Permissions from the copyright holder, if applicable.

Upload a PDF of the work sample manuscript and original language version to GO. Mail four identical paper copies of your manuscript work sample, each stapled in the upper left-hand corner to the Arts Council. *Click Mail-in Packet Info below.*

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Literary Mail-in Packet

Submit your completed application electronically online on the GO site by 11:59 p.m. on Tuesday, November 1, 2016. Then mail us the appropriate work samples, postmarked by November 1:

- 4 copies of your manuscript work sample
- 4 copies of your [work sample description page](#), without your name and identifying info
- 1 copy of your [work sample description page](#), including your name and identifying info

If applicable, also send (unbound to manuscript):

- 4 copies of the adaption or translation permission, and/or
- 4 copies of the summary page for translation submissions

Send the packet to:

Regular mail

Artist Fellowship Grants
North Carolina Arts Council
4632 Mail Service Center
Raleigh, NC 27699-4632

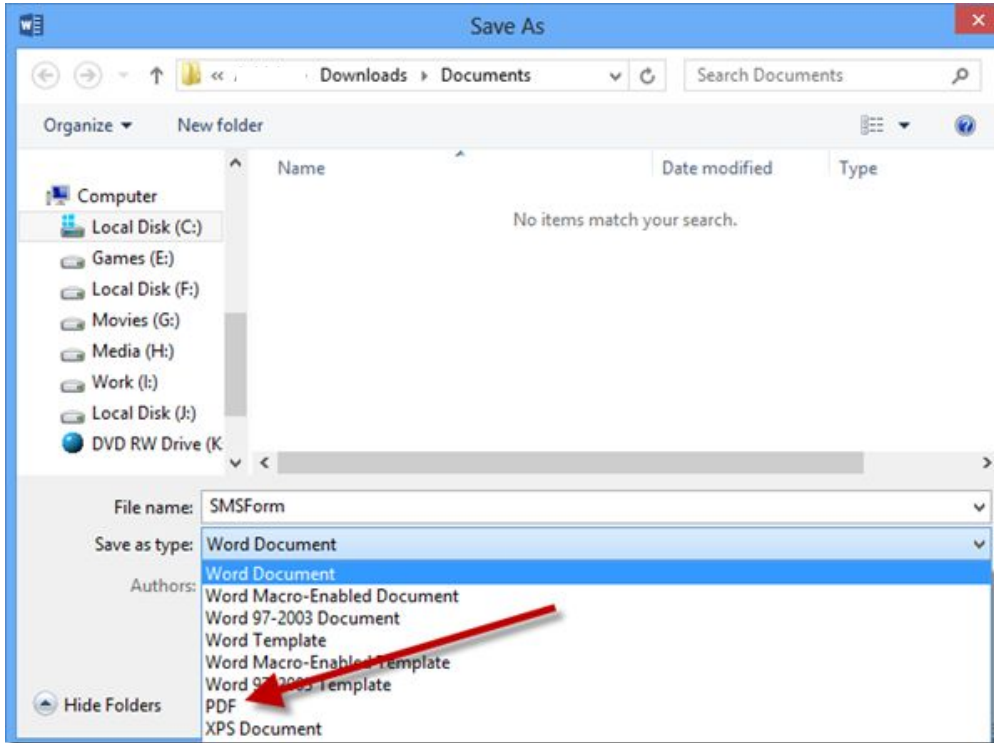
Hand-Delivered, FedEx or UPS-Delivered Packets (no weekend delivery)

Artist Fellowship Grants
North Carolina Arts Council
109 East Jones Street
Raleigh, NC 27601-1023

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Word Doc to PDF



In Word, under *File*, select *Save As*. Then under the *Save as type* drop down menu select PDF.

You can also visit www.smallpdf.com/word-to-pdf to convert the saved word document within your web browser.

Description Page with name

Work Sample Description

Prose - fiction

Title of work submitted:

The Great Gatsby

Contact information:

F. Scott Fitzgerald
Grove Park Inn, Room 441
290 Macon Ave, Asheville, NC 28804
f.scott.fitzgerald@yahoo.com
(828) 252-2711

Work Sample Description with name and identifying info (please make one copy and send with your mailed-in work samples)

The literary form

It should correspond to the form you selected in the application drop-down menu for discipline - poetry, prose, or playwrighting/screenwriting. You can include the genre if you'd like.

Title(s) of work submitted

If including more than one title, such as poems, this can be a list

Contact information

Please use 12 pt font.

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Description Page without name

Work Sample Description

Prose - fiction

Title of work submitted:

The Great Gatsby

Work Sample Description without name and identifying info (please make four copies and send with your mailed-in work samples)

Literary form

It should correspond to the form you selected in the application drop-down menu for genre/medium. You can include the genre if you'd like.

Title(s) of work submitted

If including more than one title, such as poems, this can be a list

Please use 12 pt font.

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Contact us



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Amy Hoppe (for general and technical questions)

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All Guidelines

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